



Metropolitan Nashville Planning Department

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Downtown Code – Final Site Plan

Please complete this application for a final site plan request in Downtown Code Zoning Areas. (DTC). A letter of purpose; submittal of relevant site, building and/or signage plans, and other necessary documentation are also required upon submission of this application to the Planning Commission.

DTC SubDistrict: _____ Project Name: _____

Property address _____

Map: _____ Parcel Number: _____

Date Submitted: _____ Application Number: _____
(assigned by Planning Dept. staff)

Final Site Plan/Building Permit Review less than 25% expansion of square feet: \$250

Final Site Plan/Building Permit Review greater than 25% expansion of square feet or new construction: \$2,800

APPLICANT:

☐ Architect/Engineer/Consultant ☐ Optionee ☐ Property Owner ☐ Purchaser of property ☐ Leasee ☐ Other

Property Ownership: Affected property owner(s) shall sign the application for any DTC Modification. Failure to provide this information will deem your application **incomplete** and postpone your application's consideration.

Applicant's Name: _____ Property Owner's Name: _____

Company Name: _____ Company Name: _____

Address: _____ Address: _____

E-mail: _____ E-mail: _____

Phone: _____ Fax: _____ Phone: _____ Fax: _____

Applicant's Signature: _____ Property Owner's Signature: _____

Prior to reviewing building permits, Planning staff must receive and review a full set of documents (a DTC Final Site Plan) to review for compliance with the Downtown Code. As a starting point, the final site plan set should include the items listed in the DTC Final Site Plan Checklist (as applicable) as well as any other drawings that may be needed to demonstrate compliance with the DTC.

DTC FINAL SITE PLAN CHECKLIST		
1	Existing Conditions Site Plan	
2	Site Plan <ul style="list-style-type: none"> • Street and alley context • Sidewalk and street planting areas dimensioned, meeting the constrained ROW dimensions of the Major and Collector Street Plan (Consult with Transportation Planner, Michael Briggs). • Bike Parking Areas required by Ordinance • Outdoor dining, plaza spaces dimensioned, as applicable • Façade width dimensioned with percentage of each street frontage • Build-to zones • Grading/FFE • Vehicular access points with dimensions • Pedestrian corridor enhancements where vehicular access crosses the pedestrian corridor (bollards, changes in materials, grade, planters etc. as required by DTC) 	
3	Landscape Plan <ul style="list-style-type: none"> • Tree/plant schedule • Planting details, including soil volumes for street trees • Irrigation method used • Details of fences, walls 	
4	Architecture Elevations <ul style="list-style-type: none"> • Glazing percentages noted for each ground level façade • Glazing percentages noted for upper floors • Ground floor sill heights • Details for porches, awnings, canopies, fences etc. • Materials and cladding • Floor to floor height • Number of stories and height in feet, measure from grade • Building step-backs shown with dimensions, as applicable 	
5	Architecture Floor Plans <ul style="list-style-type: none"> • Program layout, demonstrating compliance with active ground floor use requirements • Pedestrian access to ground floor • Parking garage liner buildings with dimensions • Bike Parking Areas required by Ordinance 	
6	Other <ul style="list-style-type: none"> • Right-Of-Way dedications and pedestrian easements must be recorded as applicable, before approval of building permits by Planning. 	